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ORD-6517-69

11 DEC 1969

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : Recommendation for Quality Step Increase -
25X1A9a [REDACTED]

1. The Office of Research and Development recommends a Quality Step Increase for [REDACTED] from GS-7, step 7 to GS-7, step 8. 25X1A9a

25X1A9a

2. [REDACTED] transferred to the Agency from the Foreign Service Office, Department of State in April 1964. She was assigned to ORD in May 1964, and further assigned to the Applied Physics Division/ORD. In February 1965, the Radio-Physics Division/ORD was established, and [REDACTED] was transferred to that group as the senior secretary. 25X1A9a 25X1A9a

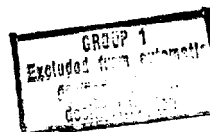
3. Since her EOD in ORD, [REDACTED] has been an exemplary employee. She has the overall responsibility for organizing, discharging, and supervising secretarial and administrative details in the RP Division. She consistently exhibits exceptional proficiency in handling the multitude of tasks normally associated with the operation of the division, as well as those involved in the overseas operation of [REDACTED] for which ORD is responsible. She is a strong supervisor and displays exceptional talent in training new secretaries and inspiring them to perform at the upper limits of their capabilities. 25X1A2d1

4. Office of Research and Development strongly urges approval of the recommendation contained in paragraph 1.

25X1A9a [REDACTED]

Robert M. Chapman
Director of Research and Development

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*approved
by CP*

SUBJECT: Recommendation for Quality Step Increase -

25X1A9a

CONCUR:

Deputy Director for Science and Technology

Date

The recommendation contained in paragraph 1 is approved.

Director of Personnel

Distribution:

- Original & 1 - Addressee
- 1 - DD/S&T
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RP/ORD/DD/S&T: [REDACTED] dpc 2700 (29 Sept 69)

25X1A9a